



USPS-R New Contract Process

1. **Job Calendars** - Make sure calendars for the new fiscal year are created so new contracts pay information and days are calculated accurately.

Note: Separate calendars for separate fiscal years are no longer advised. Instead, define next fiscal year by using a calendar already defined for the current fiscal year.

2. **Processing > New Contracts** - One of 3 options can be used to create new contracts. **Whichever option is used, make sure to enter Compensation Start and Compensation Stop dates** (this is same as “Contract” Start & Stop Dates in Classic that is needed for EMIS reporting).

A. **Mass Copy Compensations** - Similar to BUILD in Classic NEWCNT. Use to build contracts by Pay Group & Job status. This option allows you to include concealed employees, if desired.

- To **Include Compensations** that are only active from a particular date, choose or enter the date in the box provided.
- Select the **Pay Group(s)** you wish to build the compensations for.
- Enter a **Contract Start Date** and a **Contract Stop Date** – these are both required.
- Click on the **Build New Contracts** button.

B. **Import New Contracts** – Similar to IMPORT in Classic NEWCNT. This feature will allow a correctly formatted CSV file to be imported with new contract information.

- To use an existing spreadsheet, edit your columns headers in row one to match exactly what is defined in the [New Contracts chapter](#) in the USPS-R User Manual in order for the Import program to recognize and load the data.

Important: Columns headers are case sensitive

- New Contract CSV file *required columns*:
 - **employeeId**
 - **jobNo**
 - **contractType**
 - **compensationLabel** - only required if employee has more than one Compensation for a Position.
 - **contractAmount** – required only for stretch paid jobs
 - **hoursInDay** – required only for contracted hourly jobs

Other columns on the import spreadsheet template are for including optional information and will be dependent upon the contract type being imported. Information not specified in the spreadsheet will be pulled from existing Compensation records.

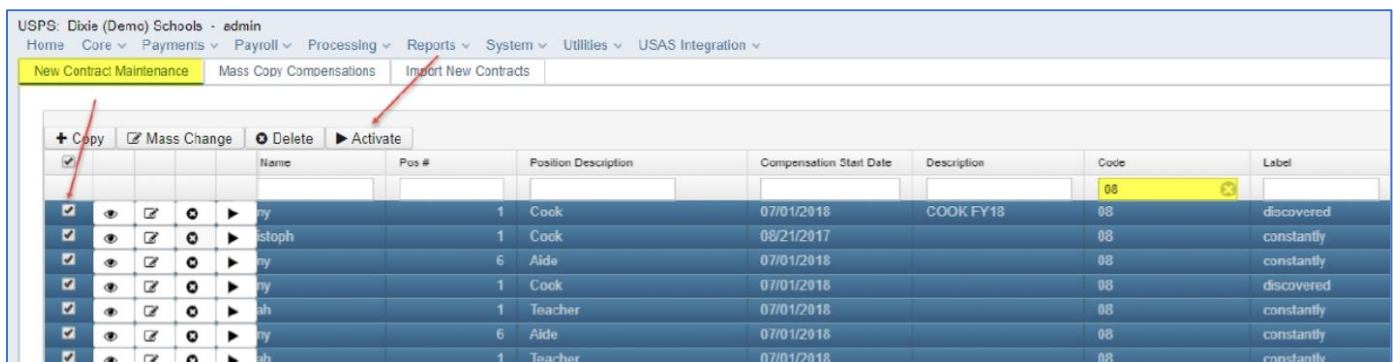
- A spreadsheet can also be created using the **Compensation** grid and selecting the appropriate fields. Generate a Report with the **Format-Excel-FieldNames** will create an Excel type file. The user should update the obligation amount and header information, add the header-contractType and add NewContract in that column for all employees. Save the file as a CSV.

C. **New Contract Maintenance** - Similar to the MAINT option in Classic NEWCNT. This will allow you to create a single employee's New Contract. This option is best used when creating a mid-year contract change.

3. **New Contract Reports** – Run & SAVE these reports after New Contract Maintenance grid has been populated. Once New Contracts are Activated (posted), these reports cannot be re-run.
 - a. **Reports > New Contract Report** - can be run to show all new contract information loaded into the New Contract Maintenance screen.
 - b. **Reports > Report Manager > SSDT New Contract Summary Report** - run to show a summary of the new contract data for each employee.
 - c. **Reports > Report Manager > SSDT New Contract Payroll Accounts Report** - this report will only list any new expenditure account information that was added or imported into the new contract screen.
 - d. Use the **New Contract Grid**, filter for specific Pay Group(s) and then choose properties such as **Number, Last name, First Name, Code, Position, Label, Contract Obligation** and **Contract Amount**. The report will total the **Contract Obligation** and **Contract Amounts** for balancing purposes before new contract activating is performed.
4. **Non Contract Compensations** – for supplemental positions, timesheets, board members, coaches, etc.
 - a. Go to **Reports > Report Manager > SSDT Non Contract Compensation Mass Load Extract** - the data in this file should be manually updated and then saved as a CSV file.
 - b. **Utilities > Mass Load > Non Contract Compensation** – choose the CSV file and then click Load.
5. **Processing > New Contracts**

Activate – Run this process only when you are ready to pay on the New Contract(s), when the former fiscal year contract is paid out.

NOTE: Run this process only *after* running New Contract Reports.



	Name	Pos #	Position Description	Compensation Start Date	Description	Code	Label
<input checked="" type="checkbox"/>	ny	1	Cook	07/01/2018	COOK FY18	08	discovered
<input checked="" type="checkbox"/>	ostoph	1	Cook	08/21/2017		08	constantly
<input checked="" type="checkbox"/>	ny	6	Aide	07/01/2018		08	constantly
<input checked="" type="checkbox"/>	ny	1	Cook	07/01/2018		08	discovered
<input checked="" type="checkbox"/>	ah	1	Teacher	07/01/2018		08	constantly
<input checked="" type="checkbox"/>	ny	6	Aide	07/01/2018		08	constantly
<input checked="" type="checkbox"/>	ah	1	Teacher	07/01/2018		08	constantly